

Reaching for Excellence Among  
Christian Homeschoolers

# Parent Handbook

2017-18

*This handbook is dedicated  
to our Lord Jesus Christ  
and the children with  
whom He has blessed us.*

Updated February 2018

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For most questions and Friday morning emergencies, please call your....

## **Department Coordinators**

### Head Coordinator

|              |              |
|--------------|--------------|
| Martha Sides | 832-265-0625 |
|--------------|--------------|

### Assistant Head Coordinator

|                |              |
|----------------|--------------|
| Virginia Jones | 832-641-0350 |
|----------------|--------------|

### Administrative Assistant

|                |              |
|----------------|--------------|
| Valerie Bolieu | 281-889-1680 |
|----------------|--------------|

### High School

|                  |              |
|------------------|--------------|
| Juliette Kessler | 713-906-3667 |
|------------------|--------------|

|                 |              |
|-----------------|--------------|
| Caron Rodriguez | 713-417-2581 |
|-----------------|--------------|

### Intermediate

|              |              |
|--------------|--------------|
| Robin O'Hara | 832-385-5801 |
|--------------|--------------|

|                |              |
|----------------|--------------|
| Kris Buttacoli | 513-307-1288 |
|----------------|--------------|

### Upper Elementary

|              |              |
|--------------|--------------|
| Kayse Guerin | 832-860-1067 |
|--------------|--------------|

|                    |              |
|--------------------|--------------|
| Celeste Harrington | 832-341-4976 |
|--------------------|--------------|

Early Elementary

|                 |              |
|-----------------|--------------|
| Stefanie Norris | 281-780-8734 |
|-----------------|--------------|

|             |              |
|-------------|--------------|
| Dawn Spence | 281-814-2232 |
|-------------|--------------|

Preschool

|                |              |
|----------------|--------------|
| Amanda Barrett | 832-573-5978 |
|----------------|--------------|

|                  |              |
|------------------|--------------|
| Susan Hillegeist | 281-993-1176 |
|------------------|--------------|



## Suggestions for a Positive Teaching Environment

Positive classrooms are enjoyable and have fewer discipline problems. Please consider these suggestions as you make your plans.

*Pleasant words are a honeycomb,  
sweet to the soul and healing to the  
bones. Proverbs 16:24*

- ❖ Pray for your students.
- ❖ Arrive a few minutes early to allow time to set up before your class begins.
- ❖ Smile!
- ❖ Begin class by greeting each student by name.
- ❖ Explain your positive behavior expectations and the consequences for not following them. **Be consistent.**
- ❖ Your enthusiasm for your subject is contagious! Spread it around!
- ❖ Listening carefully to the students lets them know they are valuable to you.
- ❖ Provide a variety of different activities for your students. Different students have different needs. Stimulate visual, audio and kinesthetic interests.
- ❖ Encourage group problem solving skills creatively through hands-on activities.
- ❖ Include all students in cleaning up the classroom. The room is shared by all and can be cleaned by all.
- ❖ Bring good books to share as time allows. Read aloud to the class.

## **Our Mission**

REACH Co-op is a cooperative teaching ministry of Christian home school families who gather together to share our talents for the benefit of our children. Together we provide a Christian learning environment to supplement our own home schools from birth through 12<sup>th</sup> grade.

## **Our Statement of Faith**

Please take notice of our statement of faith. We ask that no teaching be given to the children that is in any way contrary to this.

We believe the following basic Christian truths:

1. The Bible is divinely inspired and the authoritative Word of God.
2. There is one God, Creator and Sustainer of the universe existing in three persons; God-the Father, Jesus-the Son, and the Holy Spirit.
3. Lord Jesus Christ being fully God became fully man, was born of a virgin, lived a sinless life, died on a cross, was raised bodily, and is at God's right hand, and will come again.
4. All people have sinned and are guilty before God.
5. God sent His Son, Jesus Christ, out of His love to save us from our sins.
6. All those who believe and receive Jesus Christ, the Son of God, as their Savior are forgiven by God and have eternal life.
7. The Holy Spirit glorifies Jesus Christ and works in all people to bring them to faith and obedience and dwells in believers, equipping and empowering them for lives of holiness and faithful service.
8. The Church is the Body of Christ, consisting of all believers and fulfilling Christ's mission, making disciples of all nations and bringing glory to God.

**As we have members from many different Christian denominations, we ask that there be no class-time doctrinal discussions outside of these basics.**

## **Leadership**

REACH is led by one or two Head Coordinator(s) and governed by a Board of Directors, all of whom are, or have been, co-op parents who are committed to prayer and to the Lord's leading for the co-op. In addition, two Department Coordinators serve and prayerfully lead each grade-level department.



## Member Qualifications

REACH accepts all families of all races who home school at least one "school-age" child (K - 12), agree with our statement of faith, our teaching commitment, and our policies, provided we have room in the co-op.

## History and Current Structure

REACH Co-op began meeting at Bay Area Christian Church in the fall of 1996 and has changed locations twice due to steady growth throughout the years. We have been meeting at UBC since the fall of 2002. Each year's program depends on building availability, student enrollment, and parental servanthood.

We meet on Friday mornings from 8:30 am to 12:30 pm, for 29 weeks, from August through April. The fall semester is 15 weeks, including the first Friday that is a "Kick-Off", and the spring semester is 14 weeks, and the year is divided into four seven-week quarters in the Preschool and Early Elementary departments. We do not meet on major national or Christian holidays and we take an extended Christmas break.

## Educational Philosophy

Home schools are private schools in Texas. We believe God has given parents the responsibility of raising their children and that of their children's education. At REACH we offer assistance, and in some classes accountability, but all educational responsibility belongs to the parent including any grading or transcripts.

- We offer both elective enrichment and academic assistance.
- Birth-5<sup>th</sup> grade classes are enriching unit studies that complement many curriculums.
- 6<sup>th</sup>-12<sup>th</sup> grade classes are either elective or academic. Average ratio is 50/50 per hour. Students may take all elective classes, all academic courses, or a combination.

## Treasury

REACH Co-op is a 501(c)(3) non-profit organization and we make every effort to be good stewards of co-op funds. Membership fees consist of a **registration fee**, a **building use fee**, **department fee**, and **class fees**. The **registration fee** goes into the general fund to cover administrative and overhead costs inherent in the day-to-day operations of the Co-op. The **building use fee** covers the cost of the facility rental for each Friday and the four evening meetings/events we hold each year. **Department and class fees** cover class supplies and costs incurred by the respective departments. More detailed financial information is available on the website. We work diligently to provide a quality program at a low cost. This is made possible through the service of each family.

## Commitment, Continuity and Quality

By joining REACH Co-op, you are making a commitment to the other families to teach for the year. We plan with each family in mind, including teaching positions and class offerings.

Secondary class sign-ups take place in early June. Planning a quality program takes time, and replacement teachers are not easily found. Any family who chooses to drop out of co-op after May 1<sup>st</sup> is breaking their commitment with other families. Therefore, we do not refund any membership fees after that date.

We have **one mandatory meetings** for parents to attend in the fall. This meeting will provide important information for you as both a parent and a teacher. Department breakouts are incorporated into this time. In the Spring, your department may or may not have a second mandatory meeting. Your department coordinators will provide you with that information.

As this information is important and part of your commitment, failure to attend will result in an additional service requirement as well as extra time from your coordinators to brief you on information misses. Please mark your calendars early and make every effort to attend.

## Communication

Website: [www.homeschool-life.com/tx/reachcoop](http://www.homeschool-life.com/tx/reachcoop)

This is our primary means of communication; as such it is imperative that you **keep your member profile up-to-date**. Please check your email regularly.

Weekly Update: You need to request our weekly updates e-mail on your profile page. Click on the Edit My Profile link in the left-hand column on the website to change this, if you haven't already checked that box.

Events and Sign-Ups: You will find the calendar, directory and much more on the site. Don't miss out! Log on regularly.

Mailbox: Your mailbox is a hanging file folder with your family's name on it and can be found in the fellowship hall near the treasurer's table on Friday mornings. Check your file at the beginning and end of each co-op day. We suggest that you keep your nametags in your folder for each family member, so that they won't accidentally be left home.

Suggestions and Comments: We want to hear from you! The best way to communicate with us is in writing by e-mail.

Other news: If you have a prayer request or know of any information or announcement that would be of interest to the majority of our families, please post it to the website forum.

## **ID Badges**

Each member of REACH will be issued an ID badge. All members will be expected to wear it in a visible location near the neckline for security reasons. There is a \$1.00 replacement fee for lost badges.

## **Encourager's Room**

Our primary ministry focus is teaching the children. However, as a secondary ministry, we provide an area of the Fellowship Hall for adult members to relax and encourage each other in their home schooling endeavors when they are not teaching. As this room is set aside for adults, children are not allowed to sit in this area of the Fellowship Hall. The Encourager's Room relies on contributions from our families; parents are asked to bring something edible to share. If each REACH family will bring one item a semester, there will always be plenty to eat! Items needed each week include breakfast casseroles, fruit, nuts, chocolate, and bread items (muffins, breads, kolaches). The sign-up list will be available online by going to the calendar and clicking on "E Rm Snacks" for the date on which you choose to bring the snack.

## **Evening Showcase Programs**

We have two events in the evenings each year, the fall and spring showcases. This is an opportunity for classes to display items they have made, pictures of the classes as they work, or perform for parents and grandparents! Please prayerfully consider what your class can display or perform for the enjoyment of all.

## **Afternoon Fellowship**

Immediately after co-op is a great time to visit with other families. Unfortunately, the church facilities are not available to us after 1:30 pm. We also have use of the playground until 1:30 pm. Each guest is responsible for their own clean-up. Bay Area Park is less than five minutes from UBC, as is the Freeman Memorial Library and park, and several inexpensive restaurants. A great opportunity exists for you to invite others to share lunch and get to know each other. Invite someone today!

## **Biblical Peacemaking**

Adapted directly from [peacemakers.org](http://peacemakers.org)

In any group there are bound to be conflicts from time to time. It is our desire to commit to building a "culture of peace" that reflects God's peace and the power of the gospel of Christ in our lives. As we stand in the light of the Cross, we realize that bitterness, unforgiveness and broken relationships are not appropriate for the people whom God has reconciled to Himself through the sacrifice of His only Son (John 13:34-35; Eph. 4:29-32; Col. 3:12-14).

Therefore, we look to the Scriptures and the Holy Spirit for guidance on how we can respond to conflict in a way that will honor God, promote justice, reconcile relationships, and preserve our witness for Christ. As God gives us His wisdom and grace, we are committed to actively teaching and encouraging one another to live out the following principles of peacemaking and reconciliation:

### **Personal Peacemaking:**

Whenever we are faced with conflict, our primary goal will be to glorify God with our thoughts, words and actions. (1 Cor. 10:31)

We will work to get the logs out of our own eyes before focusing on what others may have done wrong. (Matt. 7:3-5)

We will seek to overlook minor offenses. (Prov. 19:11)

We will refrain from all gossip, back-biting and slander. (Eph. 4:29) If we have a problem with others, we will talk **to** them, not **about** them.

We will make "charitable judgments" toward one another by believing the best about each other until we have facts that prove otherwise. (1 Cor. 13:7)

If an offense is too serious to overlook, or if we think someone may have something against us, we will go promptly to seek reconciliation. (Matt. 5:23-24; 18:15)

When we offer a work of correction to others, we will do so graciously and gently, with the goal of serving and restoring them, rather than beating them down. (Prov. 12:18; Eph. 4:29; Gal. 6:1)

When someone tries to correct us, we will ask God to help us resist prideful defensiveness and to welcome correction with humility. (Ps. 141:5; Prov. 15:32)

When others repent, we will ask God to give us the grace to forgive them, as He has forgiven us.

(Eph. 4:32)

When we discuss or negotiate substantive issues, we will look out for others' interests as well as our own. (Phil. 2:3-4)

### **Assisted Peacemaking:**

When two of us cannot resolve a conflict privately, we will seek the mediation of wise people in our co-op and listen humbly to their counsel. (Matt. 18:16; Phil. 4:2-3) If our dispute is with a co-op leader, we will look to other leaders for assistance.

When informal mediation does not resolve a dispute, we will seek formal assistance from our co-op leaders or people they appoint, and we will submit to their counsel and correction. (Matt. 18:17-20)

When we have a business or legal dispute with another Christian in the group, we will make every reasonable effort to resolve the conflict within the body of Christ through biblical mediation or arbitration, rather than going to civil court. (1 Cor. 6:1-8) If the other party attends another church, our leaders will offer to cooperate with the leaders of that church to resolve the matter.

If a person coming to our co-op has an unresolved conflict with someone in his former co-op, we will require and assist him to make every reasonable effort to be reconciled to the other person before joining our co-op. (Matt. 5:23-24; Rom. 12:18)

When a conflict involves matter of policy or co-op discipline, we will submit to the procedures set forth in our *Commitment to Accountability and Co-op Discipline*.

If we have a legal dispute within our co-op and cannot resolve it internally through the steps given above, we will obey God's command not to go into the civil court. (1 Cor. 6:1-8) Instead, we will submit the matter to mediation and, if necessary, legally binding arbitration, in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries ([www.peacemaker.net](http://www.peacemaker.net)).

Above all, we pray that the ministry of peacemaking will bring praise to our Lord Jesus Christ and lead others to know His infinite love and peace.<sup>1</sup>

As you read these Relational Commitments, we encourage you to study the Bible passages that are cited next to particular provisions. We want you to be confident that these Commitments are based solidly on the Word of God. If your study does not answer all of your questions and concerns, please do not hesitate to approach our leaders, who will be happy to talk with you about these principles.

We encourage you to expressly embrace these Commitments with us as we strive to honor Christ in co-op.

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<sup>1</sup> Adapted from *The Peacemaker: A Biblical Guide to Resolving Personal conflict*, by Ken Sande (Baker Books, 3<sup>rd</sup> Ed. 2004).

## Abbreviations and Definitions

Occasionally, we homeschoolers have our own lingo, which can be confusing if you are not familiar with it. The following are common abbreviations and terms you may hear in and around co-op.

REACH - Reaching for Excellence Among Christian Homeschoolers

UBC - University Baptist Church

H Co - Head Coordinator

D Co - Department Coordinator

AA - Administrative Assistant

PRES - Preschool (Birth to PK-4)

EE - Early Elementary (K - 2nd grade)

UE - Upper Elementary (3<sup>rd</sup> - 5<sup>th</sup> grade)

INT - Intermediate (6<sup>th</sup> - 8<sup>th</sup> grade)

HS - High School (9<sup>th</sup> - 12<sup>th</sup> grade)

Secondary - a term used to combine both the intermediate and high school departments

SAT - Stanford Achievement Test - standardized tests available for grades 2-11.

HSLDA - Home School Legal Defense Association - a legal defense and information organization for home school issues across the nation.

THSC - Texas Home School Coalition - includes three branches: a legal defense organization for Texas members, a state-wide support network and a political action committee. Members receive the *THSC Review* quarterly magazine. THSC annually sponsors the THSC conference in the Woodlands, the Home School Leaders' Conference, Texas Home School Week and the bi-annual Capitol Days in Austin.

SETHSA - South East Texas Home School Association - a home school support group that publishes *The Teaching Pioneer*, a monthly newsletter.

The Home School Links on the website provide access to many different helpful home school resources. Check it out!

## **Membership Responsibilities**

### **Application Procedure**

Each family applies each year. Included in our online application are basic family and student information, student behavior agreement and legal participation agreements. In addition, all new applicants and former members, out for two years or more, must attend an introductory meeting to complete their application. Applications will be reviewed for acceptance into co-op. A registration fee is due with your application. Should you change your mind about joining coop, the fee is nonrefundable after May 1.

Joining the co-op is acknowledging a willingness to follow the co-op's policies. You will be required to consent of your awareness of our policies and your agreement to follow and enforce them. If you are not in agreement with the co-op's policies, we will be happy to refer you to another co-op or support group that may better meet your needs.

### **Enrollment**

Only children in your family will be enrolled at REACH, unless an exception is made by the HCo. Placement of students will be based on their age as of September 1<sup>st</sup>. If you have a placement situation that needs special attention, please contact a Head Coordinator. Your request will be handled on a case-by-case basis as space allows. This includes the addition of a members' grandchild. The maximum age for student enrollment is 18 before September 1<sup>st</sup> of that school year, unless special permission has been received by the Leadership, either the Board of Coordinators or the Board of Directors.

### **Teaching Commitment**

Each family serves:

- 54 minimum total hours present at REACH ○ This consists of 42 actual teaching hours and 12 on-call hours
  - On-call requires you to check in with your DCo on your scheduled day and be prepared to stay and serve.
- Planning time for your classes in addition to your 54 service hours ○ Every department and every class will require an appropriate amount of planning time depending on:
  - the age of your students,
  - the nature of your class, and
  - the length of time you will be with the students.

Our primary ministry focus is to provide classes for our children. All classes are parent-taught. We do our best to offer a well-rounded selection of classes that meet the largest percentage of the students' needs. Please let us know what talents, or areas of expertise you can share. There are five different grade/age level departments in which you may teach. Each department has slightly different schedule commitments. Check with Department Coordinators for details.

## **Spiritual Focus**

We encourage you to grow continually in the Lord through Bible study, prayer and accountability to a body of believers.

In the classroom, we believe that the best way to start the day is with prayer. Please be sure to lead your students in prayer at the beginning of your 1<sup>st</sup> period class. We also ask you to lead the students in the Pledge of Allegiance to our country's flag, as Christians living in one nation under God.

## **Planning and Teaching Guidelines**

Please remember our primary ministry focus is the students. Your Department Coordinators will work with you to plan interesting and age-appropriate classes for your students.

Early preparation is essential for a quality program. You will need to give your DCo a class description and brief lesson plan for the class at least five weeks in advance. The lesson plans need enough detail for a substitute to be able to teach if needed.

- Come prepared. Some supplies are available for co-op use, check with your DCo ahead of time.
- You must bring your own copies. Please use the copy account and procedure available to you at the UPS Store on Bay Area Blvd. No copier is available to us on site.
- Pray for, encourage, and praise your students.
- You are responsible for the students in your class for the hour. Please take attendance and keep it with your class in case of emergency.
- Please follow our Discipline Procedure. Deal with problems early.
- If an illness or emergency prevents you from teaching, you must find a substitute and notify your DCo.

## **Dept Assistant (On-Call)**

Dept Assistant, formerly known as "On-call", is an important role that makes each Friday run smoothly. The Dept Assistant is designed to cover holes caused by unexpected illnesses and emergencies. They also assist DCo's as needed. Please perform these tasks willingly and cheerfully. Thank you!



## Grace Notes

Grace Notes is a policy directed to us as parents in an effort to maintain the integrity and like-mindedness of our co-op. Understanding that we are all saved by grace, we offer Grace Notes as loving reminders attesting to the co-op commitment.

- Failing to prepare for your classes, not acquiring a substitute, or disregarding leadership are examples of when you can expect to receive a Grace Note.
- Please communicate with your DCo's to work through any difficulties early.

## Member Conduct

*Behavior and attire at co-op functions should represent our Lord, Jesus Christ.*

### Behavior Guidelines: **Respectful**

- Show respect for and obey **all adults**. (Hebrews 13:17)
- Show respect for the **property** of the establishment being visited. (Luke 16:2)
- Respect **one another**. Keep hands and feet to yourself. (Matt. 7:12)
- **No** teasing, bullying, name-calling, or putting others down will be tolerated. (Prov. 15:2)
- Participate in group discussions in an **orderly** manner. Wait to be recognized before speaking. (1 Cor. 14:40)
- Students will come **prepared** to class. Bring appropriate supplies required for each class, including assignments.
- Wear your **ID badge** near the neckline in a visible location at all times.
- **No** Romantic Displays of Affection (RDA). Exception: spouses ok
- **No phone calls, texting, headphones, or electronic games**, etc, during classes.

### Dress Code: **Modest**

**Romans 14:13b** "...not to put any obstacle or stumbling block in your brother's way."

Clothing should be appropriate to be seen by all ages from preschool to elderly ( i.e. conservative, modest and conducive to good health, comfort and safety). If you are uncertain as to the appropriateness of your clothing, think of the most conservative people you know. Would they approve of your choice? If not, don't wear it!

- No form-fitting clothes are permitted unless worn beneath modestly loose-fitting garments.
- Pants are to be modestly loose, but not extra baggy.
- Shirts should be of modest length. No immodest slits.
- Shorts are permitted, however, they should be no shorter than fingertip length with hands and arms extended straight down by the sides with shoulders relaxed.
- Modest tops, including sleeveless, are permitted as long as underarm openings and necklines are appropriately fitted. (No deep openings – no cleavage) □ Low-heeled shoes or sandals must be worn at all times.

- Visible tattoos or body piercing are permitted, as long as they are not inappropriate.
- No inappropriate pictures, brand names or logos that would misrepresent Christ on any clothing, backpacks, or accessories. Misrepresenting Christ includes, but is not limited to, alcoholic beverages, lingerie, names associated with impure or immodest advertising, frightening images, etc.
- PE students must wear appropriate athletic or tennis shoes in PE class.
- Science lab students must wear close-toed, foot-covering shoes in lab class.
- Students who disregard these guidelines can expect to be loaned a large t-shirt for the day, or be sent home to change.

Remember that we are guests at University Baptist Church, as well as any other locations we may attend. We are representing our Lord Jesus Christ, REACH Co-op, and homeschoolers in general. Please respect the property of all locations and any rules they set.

#### Building Rules: **Safe and Respectful**

- Enter through the Chapel or main entrance.
- Remain in areas designated for REACH Co-op.
- No running inside.
- No gum.
- Use only co-op materials and return them to our co-op storage area. We provide basic supplies. Do not use church supplies. Ask if you are not sure.
- All visitors must check in at the HCo desk and wear nametags.
- The Preschool Department has limited access and will be open only to a parent or older sibling **with a security tag** to drop off or pick up children.  
All primary students must be picked up by 12:15 at the latest. We must close at 12:30 pm.
- We cannot be responsible for lost items.
- No guns (even toy, especially water), knives, or laser pointers. This includes anything that can be used as a weapon.
- Teachers, if a pointer or knife is needed for a class, make a special request to an HCo.
- There will be **serious** consequences for bringing any weapon to co-op or its sponsored activities.
- No skateboards or skates of any kind, including retractable skate shoes.
- Do not use the church's phones.
- All facility questions, concerns or reservations are requested by HCo's **only**.

- Promptly leave the building so that we can honor our contract with the facility.

## Discipline Procedure

REACH Co-op desires to maintain an environment conducive to the purposes of the group and we know that you desire to meet the disciplinary needs of your children. Expect to receive notice if your child forgets your good teaching. We know that you as parents will want to know if problems occur so that you may use this knowledge as an opportunity for correction and teaching.

For minor inappropriate behavior or attire:

- 1<sup>st</sup> infraction - student will be given a reminder note.
- 2<sup>nd</sup> infraction - student will be removed from class and taken to the DCo. A disciplinary form will be completed and signed by the teacher, DCo and HCo. Parents will be given a copy at the end of the day.

For major inappropriate behavior or attire:

- Student will be referred as soon as possible to a Coordinator and/or member of the Board of Directors. Student and parent will be required to attend a conference with two members of the Board of Directors or Board of Coordinators.
- Depending on the offence and age of the student, the student may be required to write an essay to show their understanding of why their behavior was inappropriate and show a recommitment to following the rules.
- Under extreme circumstances or a habitual negative pattern of behavior, the student may be expelled from REACH.

We realize that young children will need to be reminded often of the rules, but by UE (age 8) we expect the students to follow the rules carefully. The older the student, the higher our expectations are of their behavior.

We expect to see:

- an **attitude** of respect to all others,
- an **attitude** of cooperation, as well as
- **consistent** prompt attendance, (students who are more than 10 minutes late to class may be excluded from that hour's class)
- class participation, and
- completion of class assignments.

**Appropriate behavior is expected at all co-op functions.** It is the parent's responsibility to correct their child's behavior at co-op events. However, if this is not done, or the parent is not immediately available, the person(s) in authority will have the freedom to speak with your child.

If your child does not choose to be a cooperating part of REACH Co-op, then we ask that they no longer attend. To keep classes running smoothly and make sure that the majority of students are benefited, we ask students who do not follow our rules to attend classes elsewhere.

## Safety

The members of REACH Co-op realize that there may be times when we need to have a plan for the safety of our children. We will adhere to the following procedures without exception.

### Attendance

Taking roll and keeping it with your class at all times is **essential to providing for the security of our students**. It is the documentation of each student's current location. In event of a fire drill/alarm, please take the roll with you to the designated area outside.

### Parental Availability

In the event of injury or behavior issues, we require that you, or another appropriate person, are **available** and **accessible** to be responsible for your children. If you must leave the building or event where your children are in attendance, we ask that you leave a **phone number** and have a plan for immediate return if necessary.

## Fire

UBC has a formal procedure we are to follow. There may be a fire drill on any given Friday. At this time, the co-op will evacuate the building in an orderly manner. Each drill is to be treated as an actual fire.

The **order of events** is as such:

- One DCo in each department rechecks each of her classrooms and the appropriate bathroom before leaving the building.
- The other DCo gathers her department outdoors and verifies all classes are present. Teachers will provide roll sheet verification.
- The 'indoor recheck' DCo's join their outdoor DCo's for "All clear."
- The 'indoor recheck' HCo does a final walk through, including the elevator, before joining the outdoor HCo to verify all co-op departments and students are accounted for.
- HCo's will give the signal to reenter the building **after clearance has been given by the church staff**.

### Teachers:

- Follow your classroom fire exit plan.
- Take your **roll sheet** with you for everyone's security.
- Be ready to verify that you can account for all students to your DCo.

- Only a DCo can release a student to a parent.
- Stay with your students for supervision.

#### **Students:**

- Stay with your teacher.
- Leave the building with that teacher in a quiet, safe and orderly manner.

## **Injuries**

**All injuries must be referred to a DCo or an HCo immediately.**

- The situation will be evaluated.
- The student will be attended to.
- The parent will be notified as soon as is appropriate.
- An Accident Report will be filled out if the injury is serious or in any way involves the head.

A first-aid kit is located at the front co-op table. Be sure to check the back of the student's ID badge to check for possible allergies or other important medical information before applying first aid. We prefer that oral medication be **given by parents or appropriate guardians only**.

## **Medical Emergencies**

In the event of a medical emergency, it is critical to **keep the hallways clear**. Only DCo's and HCo's should be in the hallways.

- Notify the closest DCo or HCo.
- The situation will be evaluated as either a 911 status or not.
- An HCo will notify the parent as soon as possible.

## **Severe Weather Policy**

REACH Co-op and UBC follow CCISD on closures and early releases. If you wake up on a Friday morning and CCISD has cancelled classes for the day, REACH will not hold classes, either. It is rare to have a cancellation day, as they only happen under the most extreme circumstances. REACH day closure notifications will be sent out by group e-mail and posted on the member home page of our website.

If you live in a different school district or you feel uncomfortable about attending on a severe weather day, we will understand. In that case, please notify your Department Coordinator as soon as possible so we can make alternate plans for your class.

## **Other Emergencies**

Some events may necessitate teachers to contain their students in the classroom until released by a DCo. If this should occur, keep the students calm with story time, prayer time, or other calming diversion.

**REACH Co-op policy will be reviewed from time to time as needed.**